

► **Sample Letter of Application for Certain Fuels Participants**

Date
[Firm Name]
1234 Main Street
Norman, OK 73069

637 Registration #

Internal Revenue Service
Attn: Excise Unit – Stop 5701G
Cincinnati, OH 45999

☐ New
☐ Revised

To whom it may concern:

This letter is a **[New or Revised]** application to participate in the IRS *Electronic Filing Program* for Forms 720-CF.

[Firm Name] understands and agrees to the following, which are prerequisites for participation in the electronic filing program.

- Comply with all electronic filing and security guidelines set forth in the Excise Tax EDI Guide - Publication 4848 Certain Fuels EDI Guide,
- Abide by the record keeping requirements set forth in Internal Revenue Code Section 6001.

If the Authorized Signatory changes, **[Firm Name]** will notify the Internal Revenue Service, by the submission of a **Revised Letter of Application**, signed by the new Authorized Signatory, no later than 15 days before the filing of another information return. **[Firm name]** understands this action will result in the issuance of a new Authorization Code that must be used for the next submission.

In accordance with the requirements defined in the Excise Tax EDI Guide - Publication 4848, Certain Fuels EDI Guide, the 10-digit Security Code (ISA04) for **[Firm Name]** is as follows:

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Attached is a list of the Certain Fuels facilities that **[Firm name]** owns and operates .

EIN:

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[Firm Name] **[will/will not]** use an approved third party transmitter to submit electronic 720-CF information to the Internal Revenue Service.

Transmitter's Company Name	EIN	Contact person	Telephone Number
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Please issue User-ID and password to the following individuals who will send and retrieve electronic files and may be contacted by IRS regarding our participation in the *Form 720-CF Electronic Filing Program*:

Excise Tax Contact:

Name: (First, MI, Last)	Telephone / FAX Number	email address
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EDI Contact:

Name: (First, MI, Last)	Telephone / FAX Number	email address
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Each time the 10 digit Security Code, and the 10-digit IRS Authorization Code appears in my electronic submission, I understand these codes represent the authorized signature, as if I had actually signed the return on behalf of [**Firm Name**], including the following statement:

“Under penalties of perjury, I declare that I have examined this return and accompanying schedules, and, to the best of my knowledge and belief, they are true, correct and complete.”

Signature of Electronic Filer's Authorized Signatory

Print Name (First, MI, Last)

Title

Telephone number

Email address

Enclosures:

Lists of FCNs as directed above (if applicable)

Form 8821 for return to transmitter 997 and 151 acknowledgments

Certain Fuels Electronic Filing Information

[Firm Name]

Company EIN:

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15-digit **Interchange Sender ID** (ISA06) (Left justified with no embedded spaces or blanks – First two values of Sender ID **MUST BE** “CF”):

C	F													
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2-15 digit **Application Sender’s Code** (GS02) (Left justified with no embedded spaces or blanks):

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This LOA is a sample layout intended to be printed on company “letterhead” with the relevant information necessary to begin the *ExSTARS* EDI process and must be signed by someone authorized in the corporation to sign an IRS Tax return. Subsequent changes, with the exception of a change in the authorized signatory or the 10-digit Security Code (ISA04) may be made by any of the users identified by the company as the company contacts by email, FAX or letter to the *ExSTARS* Help Desk. For subsequent changes a company may “cut & paste” only the applicable paragraphs or language necessary to communicate the change.